



## LETTER OF AGREEMENT

BETWEEN

STATE INSTITUTE FOR ISLAMIC STUDIES  
SALATIGA  
Salatiga, Republic of Indonesia



AND

AZIZSTAN FOUNDATION SCHOOL OF PATTANI  
Pattani Province, Thailand

State Institute for Islamic Studies/Sekolah Tinggi Agama Islam (STAIN) Salatiga and Azizstan Foundation School of Pattani agree to implement this International Agreement in accordance with the terms set forth below.

The purpose of this Agreement is to enhance the educational experience and the cross-cultural understanding of students from both institutions.

This Agreement will begin at the 2014-2015 academic year and continue until the 2017-2018 academic year (8 semesters).

### **I. Definition: "Home" and "Host" Institutions**

Within the terms used in this agreement, "Home institution" will refer to the institution in which a student is formally enrolled as a degree-seeking candidate. "Host institution" will refer to the institution agreeing to receive students from the Home institution for a pre-determined length of study on a degree seeking basis.

### **II. Admission Requirements**

The Host institution should screen students for academic eligibility and likelihood of a successful term abroad. All students must complete the normal application for admission requirements set forth for all students by the Host institution. Each party will respect the admission requirements and enrollment constraints of the Host institution. Students are subject to the standard rules, regulations, and enrollment and academic pre-requisites of the Host institution in the selection of courses. The Host institution will have the authority to make the final decisions on students' admission.

### **III. Language Proficiency**

Students must meet minimum language proficiency requirements for students whose first language is not that of the Host institution. All courses at STAIN Salatiga are taught in Bahasa Indonesia. All International students are required to demonstrate that they are sufficiently proficient in Bahasa Indonesia before they enroll in courses. Students should be able to read articles and books, understand lectures, take part in class discussions and produce written work in Bahasa Indonesia.

The Language Centre of State Institute for Islamic Studies Salatiga offers Bahasa Indonesia courses for its international students.

### **IV. Academic Advising**

The Host institution will provide course descriptions and syllabi to aid in providing academic counseling to their students. It is the Home institution's responsibility to provide foreign transcript evaluation services of the selected students if necessary. Each institution shall obtain all documents required by the Host institution prior to student departure from the Home country, according to the required deadlines.



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#### **V. Academic Performance**

Ultimately, it is each student's personal responsibility to familiarize himself or herself with the Host institution's rules and guidelines. International students will be governed by the same laws, regulations and performance standards applicable to the whole students. If an international student voluntarily withdraws or is dismissed for academic or disciplinary reasons before the end of the term, it will be considered as a completed term for reciprocity purposes. In addition, the Host institution has the right to apply probationary or exclusionary actions including any immediate action deemed necessary for health and/or safety reasons. The Host institution will consult with the Home institution before finalizing such action and will notify the Home institution of any dismissed student's last date of enrollment and assist with arrangements for the return of the participant to his or her home country.

All students are required to attend mandatory orientation courses or programs customarily arranged for international students. So the student can enjoy the full "flavor" of his or her visit to a new country, all students will have the same access to recreational and academic facilities available to regularly enrolled undergraduate students. Laws of all local, community, and regional authorities apply to all students.

#### **VI. Tuition and Fees**

The Host institution will not charge for Bahasa Indonesia courses and tuition fee to the students. However, there may be other fees required by the Host institution as agreed by both parties in advance, and these shall be the responsibility of the students.

Any fees, transportation, living expenses, health insurance, medical costs, books and other study costs are to be borne by the students or their Home institution.

The Host institution will shall make a reasonable effort to assist students participating under the terms of this agreement in finding appropriate university housing.

#### **VII. Financial Aid**

The Host institution will provide as much documentation as permitted and as necessary to confirm student enrollment but is not responsible for financial aid issues for incoming/visiting students. All financial aid issues should be handled at the student's Home institution.

#### **VIII. Visa Support Services**

International students will be responsible for obtaining any necessary visas and otherwise complying with all immigration laws and regulations of the country of the Host institution. The Host institution shall cooperate in such efforts, but shall not have any responsibility to assure the granting of any visas, permits or approvals.

The Host institution will reasonably assist incoming exchange students in obtaining visas and other documents required by the Host country government immigration authorities to the extent permitted by law.

The Home institution will provide information to STAIN Salatiga incoming students on the student visa requirements for their country and provide assistance to the student as much as possible.

#### **IX. Exchange Liaison**

Both institutions will provide the name and detailed contact information of the Institutional Official's contact, and Exchange Liaison who will be responsible for all matters during the student application process, academic counseling, and assisting students upon arrival.

It will also be extremely considerate if a veteran student "mentor" or other student liaison could be appointed to serve as a day-to-day contact person for the incoming student(s) for assistance with matters of everyday living unfamiliar in a new culture.

#### **X. Faculty Exchange**

Exchanges of faculty and technical specialists shall be conducted pursuant to the following terms:

1. Each party shall invite and/or approve faculty for teaching and/or research visits in their sole discretion.
2. Travel expenses shall be borne by the faculty member or the Home institution. Living and other expenses for the term of the Program shall be borne by the Host or Home as agreed upon and set forth in writing prior to the exchange. Compensation for the faculty or staff, if any, shall be borne by the Home institution.
3. Each faculty exchange participant must submit proof of medical insurance coverage for the duration of the exchange period. It is understood that the Host institution shall not be responsible for providing health care services or health insurance for visiting faculty, except that the Host institution shall reasonably assist faculty in obtaining services.
4. Exchange faculty shall be responsible for obtaining any necessary visas and otherwise complying with all immigration and other laws and regulation of the country of the Host institution. The Host institution shall cooperate in such efforts, but shall not have any responsibility to assure the granting of any visas, permits or approvals.

#### **XI. Legal Limitation and Policies**

1. This agreement applies to duly enrolled, admitted, and academically eligible students of the Home institution and does not extend to spouses/partners and/or dependents.
2. This Agreement is subject to review at any time during the five (5) year length of the Agreement. It may be subject to revision, modification, or renewal by mutual written agreement.
3. Either party may terminate the Agreement by providing ninety (90) days prior written notice to the other.
4. Both parties agree to carry out the responsibilities in the best interest of students at both institutions and any termination would not affect students already on site.

Date 23 May 2014

The Host Institution



*Rahmat Hariyadi*  
**Dr. Rahmat Hariyadi, M.Pd.**  
Rector of STAIN Salatiga  
Republic of Indonesia

The Home Institution



*Kamal Abdulwahab*  
**Kamal Abdulwahab, MA.**  
Director of Azizstan Foundation School  
Pattani Province, Thailand